

# **Lewis & Clark National Historic Trail**

## **Volunteer-In-Park (VIP)**

---

### **Publication Management Assistant**

#### **Position Description**

Volunteer is responsible for assisting in the implementation of a new brochure managing system to include maintaining brochure stock in an orderly manner, and organization/tracking of the office's small Lewis & Clark Trail library.

#### Responsibilities

- Manages the influx of brochures and places them in order based on subject and type.
- Informs Brochure Distribution Center lead on any needed changes, problems, or new ideas.
- Contacts partners as needed to request new stock.
- Mails LECL brochures to other sites upon request.
- Prints and places labels on brochure cubbies and holders as needed.
- Helps launch a brochure room database and updates as needed.
- Inputs information on individual books into Access Database.
- Catalogs books using Library of Congress call numbers.

#### Knowledge, Skills, and Attributes Required

- Ability to communicate effectively orally and in writing to visitors, partners, and employees.
- Experience with, or willingness to learn, Excel and Access Database software.
- Familiarity with library systems.
- Can lift up to 40 pounds.
- Capable of working with minimal supervision.
- Displays dependability, organizational skills, initiative, tact, and courtesy.

#### Commitment

Time required: 4 hours per week.

Security Clearance    ☐ < 180 days    ☐ >180 days

#### Benefits

Volunteers receive training in National Park Service mission and policies, Interpretation, and Visitor Center operations. Volunteers have the opportunity to work with a variety of paid and non-paid staff, and be instrumental in connecting visitors with other sites of interest and the rest of the trail.

#### Dress Code

Volunteer may be expected to wear a uniform if interacting with the public. They will be provided two shirts, a hat, and seasonal outerwear (when appropriate); neutral pants and informal shoes are the responsibility of the volunteer. No jeans or tennis/running shoes unless appropriate to the activity or black in color. All employees are expected to dress in an appropriate and professional manner.